

# **Intake Commercial Plans & Application Check List**

## **Plans**

- ❑ 11X17 Paper (full sheets if possible)
- ❑ 3 sets of plans/drawings
- ❑ Trade plans must be separated from building plans
- ❑ Legible
- ❑ Designer Information
- ❑ Registered Designer Professional's original seal (if applicable) signed and dated.
- ❑ Scale, 1/4" min., large projects 1/8" scale is acceptable, no half sheets.
- ❑ Building envelope compliance with 2003 International Energy Compliance Code (I.E.C.C.)

## **Permit Application**

- ❑ Town/County Zoning Permits must accompany building application.
- ❑ Specific Code used
- ❑ Pre-work required for renovations and remodeling.
- ❑ Demolition permit: asbestos abatement required for structures built prior to **January 1, 1985**.
- ❑ Special inspection form completed for all construction types except 5B.
- ❑ Separate trade permits from building
- ❑ Retaining walls supporting 24" or more of unbalanced fill.

See "Fee Schedule" for appropriate fees.